

## How to Use the Waste Reduction and Buy Recycled Tracking Sheet

This tool allows you to track your organization's waste prevention, recycling, and buy recycled activities for one year. It includes five worksheets, titled "Waste Material," "Waste Prevention," "Recycling," "Buy Recycled," and "Summary."

To access each worksheet, click on the appropriate tab at the left. The first worksheet allows you to select the materials you wish to track and the next three worksheets require you to input information about your waste prevention, recycling, and buy recycled activities. The final worksheet summarizes the cost savings, revenues, and climate benefits associated with your program. It also includes the information required to complete your WasteWise Annual Assessment Form. Each worksheet is explained in further detail on the following pages.

### Waste Material Worksheet

Use this worksheet to enter your waste disposal costs, select materials targeted by your waste reduction program, and designate how often you would like to submit information about your waste reduction activities (weekly or monthly). To complete the worksheet:

1. Calculate and record your organization's disposal costs (\$/lb) in the yellow cell. To calculate this figure, use the Records Examination Worksheet or the following equation:

$$\text{disposal costs (\$/lb)} = (\text{annual waste collection labor costs} + \text{annual waste container costs} + \text{annual waste removal costs} + \text{annual tipping fees}) / \text{waste disposed annually (lbs)}.$$

2. Click the gray "Choose Waste Material(s)" button.
3. Single click on each material targeted by your waste reduction program. Most waste prevention and recycling activities focus on specific materials, such as corrugated, high-grade paper, and glass. The "Waste Prevention" and "Recycling" tracking worksheets will display only the materials selected during this step.
4. Choose how often how often you would like to submit information about your waste reduction activities. Click "weekly" or "monthly."
5. Click "Done" to submit your selections.

## Waste Prevention Worksheet

Use this worksheet to track your organization's waste prevention activities by material for one year.  
To complete the table:

1. Type a brief description of the waste prevention activity or activities targeting each material in the appropriate cells.
2. At the end of each week or month, enter the quantity of waste disposed (excluding waste prevented and materials recycled).
3. At the end of each week or month, enter the quantity of waste prevented (lbs) by material. For more information about measuring waste prevention activities, refer to the **WasteWise Update** on measurement.
4. The computer uses the following calculation to automatically calculate avoided disposal costs for each material:

$$\text{avoided disposal costs (\$)} = \text{quantity prevented (lbs)} \times \text{disposal costs (\$/lb)}.$$

5. If applicable, enter the avoided purchasing costs. To calculate avoided purchasing costs, use the following equation:

$$\text{avoided purchasing costs (\$)} = \text{quantity prevented (units)} \times \text{cost per unit (\$)}$$

6. If applicable, enter revenues generated. Your organization can generate revenues if it sells a reusable item rather than throwing it away.

## Recycling Worksheet

1. Use this worksheet to track your organization's recycling activities by material for one year. To complete the table:
2. Each week or month, enter the quantity recycled by material. This information can be obtained from your recycling hauler or by weighing recyclable materials on-site. For more information on weighing your materials, refer to the **How to Conduct a Waste Sort** page.
3. If applicable, enter revenue generated from selling recyclable materials.
4. The computer uses the following calculation to automatically calculate avoided disposal costs for each material:

$$\text{avoided disposal costs (\$)} = \text{quantity recycled (lbs)} \times \text{disposal costs (\$/lb)}$$

## Buy Recycled Worksheet

Use this table to track your organization's recycled content purchases. To complete the table:

Each time a recycled content product is purchased, enter the product/material purchased, current percent recycled content, previous percent recycled content, amount purchased, and amount spent.

## Summary Worksheet

This worksheet includes two tables that summarize the economic and environmental benefits of your waste prevention, recycling, and buy recycled activities. After obtaining a year's worth of data:

1. Transfer information highlighted in yellow to your WasteWise Annual Assessment Form.
  - For each material you targeted, transfer pounds prevented, waste prevention activities, pounds recycled, and recycling activities to your WasteWise Annual Assessment Form.
  - Transfer the total year-to-date avoided disposal costs, year-to-date revenues from waste prevention, year-to-date revenues from recycling, and year-to-date avoided purchasing costs to your WasteWise Annual Assessment Form. Do not divide these values out by material. Use the totals computed in the last row of the first table.
  - For each recycled content purchase, transfer the product/material purchased, current recycled content percent, previous recycled content percent, and amount purchased (lbs) to your WasteWise Annual Assessment Form.
2. Use the other information to evaluate the economic and climate benefits of your waste reduction and buy recycled program.

### Key:

- **Year-to-date avoided disposal costs** sums the disposal costs avoided by preventing and recycling each material.
- **Year-to-date revenues from waste prevention** sums the revenues generated from waste prevention (by material).
- **Year-to-date revenues from recycling** sums the revenues generated from recycling (by material).
- **Total year-to-date revenues and avoided purchasing costs** adds year-to-date revenues to avoided purchasing costs for each material.
- **Gross year-to-date waste reduction savings** adds avoided disposal costs to year-to-date revenues and avoided purchasing costs for each material.
- **30 year TOTAL GHG emission reductions from waste prevention (MTCE)** measures the greenhouse gas emission reductions achieved by your organization's waste prevention

activities for each material in metric tons of carbon equivalent (MTCE). One million MTCE is equivalent to the emissions of 750,000 cars each traveling 11,000 miles at 20 miles per gallon.

- **30 year TOTAL GHG emission reductions from recycling (MTCE)** measures the greenhouse gas emission reductions achieved by your organization's recycling activities for each material in metric tons of carbon equivalent (MTCE). One million MTCE is equivalent to the emissions of 750,000 cars each traveling 11,000 miles at 20 miles per gallon.
- **Diversion Rate** = (quantity of waste prevented + quantity of materials recycled) / (quantity of waste disposed + quantity of waste prevented + quantity of materials recycled)